

**EMS Manual**  
**For**  
**Fort Anywhere Motor Pool**

**May 10, 2000**

## Table of Contents

<b>1. AUTHORIZATION.....</b>	<b>1</b>
<b>2. SCOPE.....</b>	<b>1</b>
<b>3. REFERENCES.....</b>	<b>1</b>
<b>4. EMS REQUIREMENTS.....</b>	<b>1</b>
<b>4.1. General.....</b>	<b>1</b>
<b>4.2. Environmental Policy.....</b>	<b>3</b>
<b>4.3. Planning Phase.....</b>	<b>5</b>
4.3.1. Environmental Aspects.....	5
4.3.2. Legal and Other Requirements.....	5
4.3.3. Environmental Objectives and Targets.....	5
4.3.4. Environmental Management Programs.....	6
<b>4.4. Implementation and Operation Phase.....</b>	<b>6</b>
4.4.1. Organizational Structure and EMS Responsibilities.....	6
4.4.2. Training, Awareness and Competence.....	7
4.4.3. Communication.....	8
4.4.4. EMS Documentation.....	8
4.4.5. Document Control.....	9
4.4.6. Operational Control.....	9
4.4.7. Emergency Preparedness and Response.....	10
<b>4.5. Checking and Corrective Action Phase.....</b>	<b>11</b>
4.5.1. Monitoring and Measurement.....	11
4.5.2. Non-conformance, and Corrective and Preventive Action.....	11
4.5.3. Records.....	11
4.5.4. EMS Audit.....	11
<b>4.6. Management Review.....</b>	<b>12</b>
<b>5. EMS MANUAL CONTROL.....</b>	<b>12</b>
<b>6. RECORD OF REVISIONS.....</b>	<b>13</b>

## 1. AUTHORIZATION

This EMS Manual provides an overview of the environmental management system (EMS) implemented and maintained Fort Anywhere Motor Pool. Fort Anywhere Motor Pool has modeled its Environment Management System (EMS) to the criteria of the international standard ISO 14001: *Environmental management systems - Specification with guidance for use*.

Fort Anywhere Motor Pool is dedicated to a clean, healthy environment as we provide our customers with automobile maintenance, convenience store services, and self-serve gasoline services. This EMS Manual, and the management system it represents, is further endorsement of Fort Anywhere Motor Pool's commitment to environmental excellence and continuous improvement of our environmental management system.

*George*  
*E. Smith*  
George E. Smith  
Captain

## 2. SCOPE

This Environment Management System (EMS) Manual describes the environmental management system of Fort Anywhere Motor Pool, hereafter referred to as The Motor Pool. This EMS Manual applies to the Motor Pool operations and personnel located in Anytown, U.S.

## 3. REFERENCES

- ISO 14001:1996(E), Environmental management systems — Specifications with guidance for use
- ISO 14004:1996(E), Environmental management systems —General guidelines on principles, systems, and supporting techniques
- References to Tier 2 Procedures, including the Quality Management System, are tabulated in *Appendix A*, EMS Cross Reference.

## 4. ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) REQUIREMENTS

### 4.1. General

The Motor Pool has established and maintains an EMS. The requirements are summarized in this section. For the purposes of this system, the following definitions apply:

**Continuous Improvement:** process of enhancing the environmental management system to achieve improvements in overall environmental performance in line with the organization's environmental policy.

Note -- The process need not take place in all areas of activity simultaneously.

**Environment:** surroundings in which an organization operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

Note -- Surrounding in this context extend from within an organization to the global system.

**Environmental Aspect:** element of an organization's activities, products or services that can interact with the environment

Note -- A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

**Environmental Impact:** any change to the environment, whether adverse or beneficial, wholly or partially resulting from an organization's activities, products or services.

**Environmental Management System:** the part of the overall management system that includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources for developing, implementing, achieving, reviewing and maintaining the environmental policy.

**Environmental Management System Audit:** a systematic and documented verification process of objectively obtaining and evaluating evidence to determine whether an organization's environmental management system conforms to the environmental management system audit criteria set by the organization, and for communication of the results of this process to management.

**Environmental Objective:** overall environmental goal, arising from the environmental policy, that an organization sets itself to achieve, and which is quantified where practicable.

**Environmental Performance:** measurable results of the environmental management system, related to an organization's control of its environmental aspects, based on its environmental policy, objectives and targets.

**Environmental Policy:** statement by the organization of its intentions and principles in relation to its overall environmental performance

which provides a framework for action and for the setting of its environmental objectives and targets.

**Environmental Target:** detailed performance requirement, quantified where practicable, applicable to the organization or parts thereof, that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.

**Interested Party:** individual or group concerned with or affected by the environmental performance of an organization.

**Organization:** company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.  
Note -- For organizations with more than one operating unit, a single operating unit may be defined as an organization.

**Prevention of Pollution:** use of processes, practices, materials or products that avoid, reduce or control pollution, which may include recycling, treatment, process changes, control mechanisms, efficient use of resources and material substitution.

Note -- The potential benefits of prevention of pollution include the reduction of adverse environmental impacts, improved efficiency and reduced costs.

### 4.2. Environmental Policy

The Environmental Policy provides a common vision for managing the Motor Pool's environmental matters. The Owner has defined and documented the Motor Pool's Environmental Policy as provided on the next page.

This Policy serves as a framework for establishing environmental objectives and targets. This Policy includes, but is not limited to, the following commitments:

- Compliance with applicable environmental legislation and regulations,
- Compliance with other requirements,
- Prevention of pollution, and
- Continual Improvement,

## FORT ANYWHERE MOTOR POOL ENVIRONMENTAL POLICY

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### Environment Policy for Fort Anywhere Motor Pool

Fort Anywhere Motor Pool is committed to a clean, healthy environment. We will provide our customers with maintenance and Fuel service in an environmental friendly manner. We are committed to environmental excellence and continual improvement of our environmental management system. To achieve this, we will establish and maintain environmental objectives and targets in accordance to our environmental policy and meet the following principles:

Regulatory Compliance: Fort Anywhere Motor Pool is committed to comply with relevant environmental legislation and regulations, and with other requirements that we subscribe to meet.

Prevention Of Pollution: Fort Anywhere Motor Pool is committed to prevention of pollution. We will minimize releases to the air, water, or land.

Energy and Natural Resources: We will strive to use energy and natural resources in an efficient manner, including re-use and recycle whenever possible.

Communications: We will communicate our environmental policy to our employees, vendors and customers.

We will continuously seek opportunities to improve our adherence to these principles, and will periodically report progress to our stakeholders. A sound environmental policy and environmental management system benefits our customers and employees by contributing to the overall well-being and economic health of the community we serve.

*George  
E.*

*Smith*

*George E. Smith*

*Captain*

*May 2000*



The Policy is implemented, maintained, and communicated at all levels of the Motor Pool. It is also available to the public.

The Environmental Policy is reviewed, and updated if required, at least annually by top management to ensure that it remains appropriate to the nature, scale and environmental impacts of the Motor Pool's Activities, Products and Services.

### **4.3. Planning Phase**

#### **4.3.1. Environmental Aspects**

A thorough understanding the Environmental Aspects of the Motor Pool's activities, products and services is a prerequisite for a successful EMS. At least annually, the Motor Pool examines its activities, products and services and identifies those Environmental Aspects over which it can exercise control or influence.

The Motor Pool has established criteria for determining which Environmental Aspects can have a Significant Environmental Impact on the environment. The related Significant Environmental Aspects are then considered in setting the Motor Pool's Environmental Objectives. The Motor Pool's Environmental Aspects and Impacts, and their significance, are kept up-to-date.

#### **4.3.2. Legal and Other Requirements**

In addition to the its Environmental Aspects, the Motor Pool also recognizes the environmental laws, regulations, and other requirements relevant to its activities products and services. The Motor Pool maintains a procedure to ensure that the following occurs:

- Applicable legal EMS requirements and other requirements are identified, kept up to date, and accessible.
- The authority to commit The Motor Pool to other EMS requirements is controlled.

#### **4.3.3. Environmental Objectives and Targets**

The Motor Pool focuses its vision by setting and documenting specific, measurable environmental goals as the Motor Pool's Environmental Objectives. The Environmental Objectives are relevant to the interests of the Motor Pool and its stakeholders as well as other interested parties. In establishing Environmental Objectives, The Motor Pool considers the following factors:

- Legal And Other Requirements



- Significant Environmental Aspects
- Environmental Policy, including commitment to prevention of pollution
- Views of interested parties
- Available technology options
- Motor Pool's financial, operational, business requirements

Environmental Objectives are reviewed and updated annually. Environmental Objectives are also reviewed when any of the above factors change, and need to be updated, as appropriate. Environmental Targets are established, documented and at the appropriate levels of the organization and quantified, where practicable.

#### **4.3.4. Environmental Management Programs**

The Motor Pool's goals and objectives are translated into action plans through Environmental Management Programs. These Management Programs define actions and responsibilities for fulfilling the objectives and targets and for meeting regulatory and other requirements.

Environmental Management Programs specify the following:

- Responsibility for achieving the Objective or Target
- The means for achieving the Objective or Target
- The time frame for achieving the Objective or Target

### **4.4. Implementation and Operation Phase**

#### **4.4.1. Organizational Structure and EMS Responsibilities**

The Motor Pool has defined and documented the roles, responsibilities and authorities with regard to the EMS and its requirements. These roles, responsibilities, and authorities are communicated to and understood by all employees.

The Motor Pool provides the requisite resources to ensure the effective implementation and control of the EMS. These resources include the following:

- Human resources, including specialized skills
- Technology resources
- Financial resources

Top Management has appointed a Management Representative for the Environmental Management System. Irrespective of his/her

other responsibilities, the Management Representative's roles and responsibilities include:

- Ensuring the EMS requirements are established, implemented and maintained in accordance with the current version of International Standard ISO 14001 in addition to Fort Anywhere Motor Pool mandated requirements.
- Reporting to top management on the performance of the EMS. Such reports facilitate management review and serve as a basis for improving the EMS Management System.

The Management Representative is granted the authority to fulfill these responsibilities.

#### **4.4.2. Training, Awareness and Competence**

General environmental awareness training on environmental matters and the impact of their work makes the EMS meaningful to employees. Competence training ensures that employees are qualified to safely carry out their assigned tasks. Both environmental awareness and job competence training are necessary for effective environmental performance.

The Motor Pool identifies training needs for all personnel whose work may create a significant environmental impact. The Motor Pool ensures that these personnel receive the appropriate training. Personnel performing tasks that may cause significant environmental impacts are competent based on appropriate:

- Education
- Training
- Experience

The Motor Pool has established and maintains a procedure to provide general environmental awareness training to the employees. The general environmental awareness training addresses:

- Significant EMS impacts, actual and potential, of their work activities
- Employee's role & responsibilities in conforming to policy, procedures and EMS requirements including emergency preparedness and response requirements
- Importance of conforming to policy, procedures and EMS requirements
- EMS benefits of improved personal performance

- Potential consequences of departing from specified operating procedures

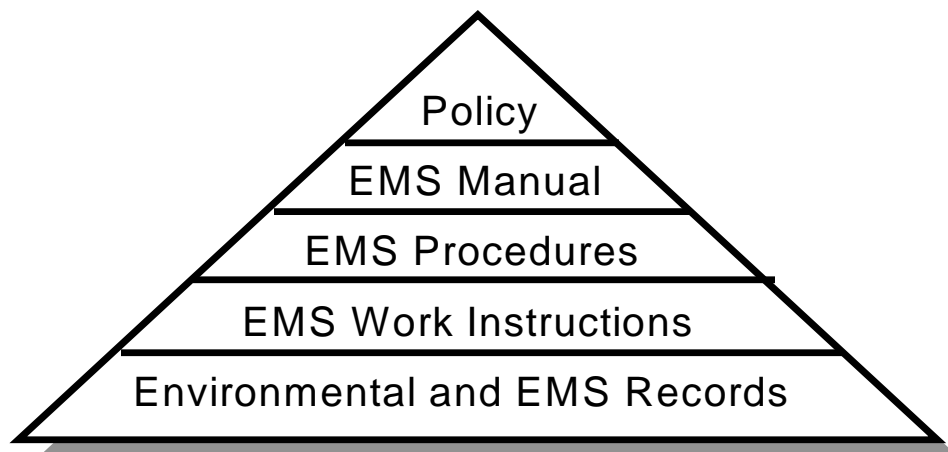
#### 4.4.3. Communication

Internal and external communications provide input for formulation of environmental policy, objectives and targets. Proper communications allow the execution of procedures and programs to fulfill the policy, to achieve the objectives and targets, and to notify interested parties of the Motor Pool's performance.

Procedures are maintained for internal and external communications regarding the environmental aspects of the Motor Pool's activities, products and services, and regarding the EMS.

#### 4.4.4. EMS Documentation

The EMS documentation provides a standardized structure for organizing The Motor Pool's policies, procedures and work instructions as shown in the pyramid structure below.



#### The Motor Pool's Tiered Documentation for the EMS

The Environmental Policy establishes the foundation for the EMS (Tier 1). This EMS Manual (Tier 2) describes the core elements of the management system, including their interrelationships. The manual provides an overview of the EMS. It refers to, and cross references, related documentation such as:

- EMS Procedures & Programs
- The Quality Management System

EMS Procedures & Programs (Tier 3) detail specific EMS requirements and the roles, responsibilities and authorities to fulfill

the requirements. As appropriate, EMS programs and procedures refer to related documentation, such as EMS Work Instructions.

EMS Work Instructions (Tier 4) provide detailed, step-by-step direction for activities that support EMS requirements. As appropriate, EMS work instructions refer to related documentation.

EMS Forms and Records (Tier 5) support and facilitate the implementation of the EMS. Forms and records provide historical, objective evidence that activities have been performed and that requirements have been met.

#### **4.4.5. Document Control**

Controlling the issue, access and revision of EMS documentation ensures that each employee has up-to-date procedures and work instructions that are relevant to the employee's activities.

The Motor Pool maintains procedures for controlling environmental documents. Document Control procedures ensure that:

- Documents can be located.
- Current revisions of relevant documents are available where essential activities of the EMS management system are performed.
- Obsolete documents are promptly removed from points of issue and use to prevent their unintended use.
- Obsolete documents, if retained for historical purposes, are clearly identified as obsolete to prevent their unintended use.

Document Control procedures specify the processes, and related responsibilities, for creating, revising, reviewing and approving various forms of EMS documentation.

#### **4.4.6. Operational Control**

The actions and responsibilities defined by the EMS Procedures are integrated into The Motor Pool's daily operations via Operational Controls. Operational Controls ensure that The Motor Pool complies with regulatory and other requirements, and progresses toward fulfilling its objectives and targets.

In line with its policy, objectives, and targets, The Motor Pool identifies the operations and activities associated with its Significant Environmental Aspects. The Motor Pool plans these operations and activities (including maintenance) to ensure that they are carried out under specified conditions to fulfill its environmental policy, objectives and targets, and to comply with

environmental programs and procedures. These Operational Controls stipulate such as:

- Operating criteria,
- Records that must be kept,
- Training/education requirements,
- Actions required in case of accident or emergency, and
- Characteristics and parameters to be monitored and measured.

These requirements and specified conditions are documented in work instructions or other procedures where the absence of such documentation could lead to deviation from the environmental policy, objectives or targets. Procedures are also documented to cover goods and services used by the Motor Pool. These procedures are communicated to relevant suppliers and contractors.

#### **4.4.7. Emergency Preparedness and Response**

Proper preparations for and responses to emergency situations minimizes adverse environmental impacts in the event of an actual emergency. The Motor Pool maintains emergency preparedness and response procedures to:

- Identify potential for accidents and emergency situations.
- Respond to accidents and emergency situations.
- Prevent and mitigate the EMS impacts that may be associated with accidents and emergency situations.

When practicable, these emergency preparedness and response procedures are tested at least annually.

Emergency preparedness and response procedures are reviewed at least annually. These procedures are also reviewed following the occurrence of an accident or emergency situation as required by federal, state, or local regulations. As necessary, the procedures are revised.

## **4.5. Checking and Corrective Action Phase**

### **4.5.1. Monitoring and Measurement**

Monitoring and measurement are necessary to verify the exercise of operational control, and to evaluate the Motor Pool's performance in achieving its objectives and targets. Monitoring and measuring equipment must be calibrated and maintained according to established procedures.

The Motor Pool has established and maintains documented procedures for periodically evaluating compliance with relevant environmental legislation, regulations and other requirements. At minimum, these evaluations are conducted annually.

### **4.5.2. Non-conformance, and Corrective and Preventive Action**

Continuous improvement of the EMS requires non-conformances to be not only identified and corrected, but the root causes to be also identified and corrected. Procedures are maintained for handling non-conformance. The procedures define the responsibility and authority for:

- Investigating non-conformance
- Taking action to mitigate any EMS impact of non-conformance
- Initiating corrective and preventive action
- Completing corrective and preventive action

Corrective and preventive actions are taken to eliminate the causes of actual and potential non-conformances. Such actions are appropriate to the magnitude of the problem and the seriousness of the associated environmental impact. Corrective and preventive action resulting in changes to documented procedures are recorded and implemented.

### **4.5.3. Records**

EMS and environmental records provide objective evidence that The Motor Pool is in compliance with its EMS. Procedures are maintained for identification, maintenance and disposition of environmental records including training records and the results of audits and management reviews. Records are kept to demonstrate conformance to the EMS and ISO 14001. Retention times for records are established and recorded.

### **4.5.4. EMS Audit**

Internal EMS audits provide the means for identifying opportunities to improve the effectiveness of the EMS. Procedures are

maintained to conduct periodic EMS audits. EMS audits determine whether the management system:

- conforms to planned arrangements for environmental management,
- conforms to the requirements of ISO 14001, and
- has been properly implemented and maintained.

EMS audit procedures specify:

- Scope of the audit,
- Frequency of the audit,
- Methodologies,
- Responsibilities and requirements for conducting audits, and
- Responsibilities and requirements for reporting results.

The audit program and associated audit schedule are based on the EMS importance of the activities audited and the results of past audits. Audit results are provided to management.

#### **4.6. Management Review**

Top management leads the Continuous Improvement process by periodically conducting a management review of the EMS. At least annually, the top management reviews this EMS to ensure its continuing:

- Suitability to The Motor Pool's Mission, Vision and Culture,
- Adequacy in fulfilling The Motor Pool's Environmental Policy & requirements of ISO 14001, and
- Effectiveness in managing and improving The Motor Pool's EMS performance.

Each review considers the need for possible changes in the Motor Pool Environmental Policy, Environmental Objectives and other elements of the EMS. Each Management Review is documented.

## **5. EMS MANUAL CONTROL**

The Management Representative maintains the original copy of the EMS Manual. Distribution of controlled copies is the responsibility of the Management Representative. Controlled copies are stamped "CONTROLLED" with the distribution date and are numbered sequentially. Uncontrolled copies can be issued by the Management Representative. All uncontrolled copies are stamped "UNCONTROLLED - For Reference Only."

Controlled copies are provided:

1. EMS Representative
2. EMS Coordinator

The Management Representative will maintain the controlled copies with any updates to the Manual.

**6. RECORD OF REVISIONS**

<u>Section</u>	<u>Page</u>	<u>Summary of Change</u>	<u>Signature</u>	<u>Date</u>
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